



**STATE OF MONTANA
MONTANA DEPARTMENT OF TRANSPORTATION
JOB PROFILE**

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Update

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Formal Review

Date Submitted _____

SECTION I - Identification

Working Title: CTEP Project Engineer

Department: Transportation

Job Code Number: 172517

**Division & Bureau: Engineering
Consultant Design Bureau**

Job Code Title: Civil Engineering Specialist

**Section & Unit: Community
Transportation Enhancement Program
(CTEP)**

Pay Band: 7

**Work Address: 2701 Prospect Ave.
Helena MT 59620 - 1001**

Position Number: 98014

Phone: 406-444-6001

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FLSA Exempt

☒

FLSA Non-Exempt

☐

Non-Union

☐

MPEA

☐

Blue Collar

Profile Completed By:

Mike Wherley, CTEP Supervisor

Work Phone: 406-444-4221

Work Unit Mission Statement or Functional Description:

The MDT's mission is to serve the public by providing a transportation system and services that emphasize quality, safety, cost effectiveness, economic vitality and sensitivity to the environment.

The Highways and Engineering Division prepares projects for bidding and coordinates highway construction through two primary functions: Preconstruction and Construction. Specific Preconstruction functions are administered by the Bridge, Consultant Design, Engineering Information Services, Environmental Services, Highways, Right-of-Way, and Traffic and Safety Bureaus in addition to five District Construction Offices in Billings, Butte, Great Falls, Glendive, and Missoula for budget purposes. Specific Construction functions are administered by the Contract Plans, Construction Engineering Services, Construction Administration Services, and Materials. .

The Consultant Design Bureau manages and develops assigned projects including coordinating and documenting design work between consultants and the MDT; compiling road plan packages (construction plans, geometric data computation, plan quantities estimates, details, technical specifications, and cost estimates needed to build highways on Montana Secondary, Primary, and Interstate highway systems); and obtaining, reviewing and distributing consultant work products such

as specialty plans and reports. The Bureau provides comprehensive Scope-of-Work Reports and accurate up-to-date cost estimates to the Transportation Planning Division. The Bureau oversees the consultant selection process and develops contracts with consultants in accordance with state and federal laws and regulations. The Bureau also manages the Community Transportation Enhancement Program (CTEP).

The Community Transportation Enhancements Program (CTEP) Section is responsible for the administration and management of the CTEP. The Section is responsible for the sub-allocation of approximately \$5 million annually to 112 qualifying Montana Local and Tribal Government Units for the development and/or construction of projects eligible under the Federal enhancement set-aside provisions. The program annually generates approximately 50 diverse, high-profile, local interest projects such as bike/pedestrian facilities, landscaping, historic preservation, etc. Approximately 50 percent of these projects are technically complex. The Section coordinates planning, develops guidelines, policies, and procedures to ensure timely project delivery; ensures federal and State requirements are met; and coordinates with local, State, and federal agencies as necessary to carry out and deliver CTEP projects and program goals.

Describe the Job's Overall Purpose:

This position serves as a Project Engineer and Project Manager and is responsible for analyzing proposed CTEP projects to determine overall viability relative to engineering standards, community needs, applicable regulations, and funding requirements. The position consults directly with local, tribal, State, and Federal governments as necessary to review, modify, and deliver projects according to approved plans. The position reports to the CTEP Section Supervisor and does not directly supervise other agency personnel.

<i>SECTION II - Major Duties or Responsibilities</i>		<i>% of Time</i>
<u>A. PROJECT ANALYSIS AND DEVELOPMENT</u>		<u>55 %</u>
1.	Receives and evaluates CTEP project proposals submitted through an application process. Provides engineering analysis and evaluation on each proposal based on accepted engineering practices. Establishes the level of each project's engineering and regulatory requirements.	
2.	Uses evaluation to determine the level of local government capability in order to meet federal and State environmental, procurement, and contract letting requirements. Ensures compliance with CTEP requirements.	
3.	Drafts recommendations for engineering related provisions to be included in negotiated agreements between State and sponsoring local government. Provides problem resolution for engineering requirements with consideration to roles and responsibilities regarding CTEP project development, delivery, and ongoing maintenance.	
4.	Ensures the scope of work is appropriate to the proposal and provides information to the CTEP Coordinator to write the agreement.	
5.	Ensures that local government processes and the documentation for environmental approvals are adequate to meet State and federal social, economic, and environmental regulations including: Clean Air Act, Clean Water Act, National Environmental Protection Act, Historic Preservation Act, and Endangered Species Act requirements. Coordinates with Environmental Services Bureau to meet documentation requirements.	

6. Ensures that transportation designs are cost-effective and based on most appropriate engineering standards and methods.
7. Consults with District staff to document, compute, and verify quantities and specifications for contractor payments. Resolves discrepancies, deficiencies, and other problems and makes recommendation for payment to Section Supervisor.
8. Provides oversight to entire project proposals, analyzes project needs and specifications including local, State, and federal requirements and design standards. Identifies and recommends new strategies and methods for resolving project development impediments and deficiencies.

B. CONSULTATION AND OVERSIGHT

40%

1. Provides continuous, ongoing support and coordination to local governments in the procurement of goods and services. Advises stakeholders when procurement is more appropriate than a bidding process. Ensures local government processes and the documentation for the procurement of goods and services is appropriate and compliant with State and federal regulations. Consults with the MDT Civil Rights Bureau to stay up to date with Equal Employment Opportunity (EEO); Americans with Disabilities Act (ADA); and Disadvantaged Business Enterprise (DBE) issues.
2. Provides continuous, ongoing support and coordination to local governments in meeting design and environmental requirements and ensuring that final packages are adequate for approval.

C. OTHER DUTIES

05%

This position performs a variety of other duties in support of ongoing Bureau operations and Division objectives. This includes managing special projects, representing the Bureau at various meetings and conferences, providing ongoing technical support to the MDT Bike/Pedestrian Program, managing CTEP data and communications, participating in ongoing training and educational programs, and performing a variety of other duties as assigned.

The following duties and/or specific tasks listed under section II above are considered "essential functions" because they require specialized expertise and skill and are the primary reasons the job exists (they must be performed by this position with or without accommodations):

Duty A: Project Analysis and Development
Duty B: Consultation and Oversight

The following mental and physical demands are associated with these essential functions:

PHYSICAL

- Lifting objects up to 30 lbs.
- Remaining seated for extended periods of time, with occasional walking; standing; bending
- Short travel for training, meetings, and conferences
- Operating a personal computer
- Communicate in writing, in person, and over the phone

MENTAL

- Ability to multi-task
- Demands for accuracy in all aspects of work
- Ability to meet inflexible deadlines

- Decision making that affects public health and safety
- Computing arithmetic operations
- Comparing data
- Compiling information
- Analyzing
- Coordinating
- Synthesizing
 - Instructing

Does this position supervise others? ☐ Yes ☒ No

Attach an Organizational Chart.

SECTION III - Minimum Qualifications - List minimum requirements for the first day of work.

Critical knowledge and skills required for this position:

KNOWLEDGE:

This position requires considerable knowledge of the theory, principles, methods, and techniques of civil engineering and associated mathematics and physical sciences; community development; real property acquisition practices; and State and federal engineering standards, policies, and procedures. The position also requires specialized knowledge of Federal Aid construction requirements, State and federal procurement practices, and structures and functions of local government units in Montana.

SKILLS:

This position requires advanced skills in project planning and management; applying analysis and professional judgment in arriving at solutions to unusual and difficult engineering problems; establishing and maintaining effective working relationships with government officials, other agencies, and the public; communicating effectively verbally and in writing; developing and delivering public presentations; and use of field engineering instrumentation.

Behaviors required to perform these duties:

See MDT Core Behaviors

Education:

Check the one box indicating minimum education requirements for this position for a new employee the first day of work:

- | | |
|---|--|
| <input type="checkbox"/> No education required | <input type="checkbox"/> Related AAS/2-years college/vocational training |
| <input type="checkbox"/> High school diploma or equivalent | <input checked="" type="checkbox"/> Related Bachelor's Degree |
| <input type="checkbox"/> 1-year related college/voc. training | <input type="checkbox"/> Related Master's degree |

Please specify the acceptable fields of study:

The position requires a bachelor's degree in civil engineering, construction engineering, or related field.

Other education, training, certification, or licensing required (specify):

The position requires a Professional Engineering License.

Experience:

Check the one box indicating minimum work-related experience requirements for this position for a new employee the first day of work:

- | | |
|---|---|
| <input type="checkbox"/> No prior experience required | <input type="checkbox"/> 3 years |
| <input type="checkbox"/> 1 year | <input checked="" type="checkbox"/> 4 years |
| <input type="checkbox"/> 2 years | <input type="checkbox"/> 5 or more years |

Alternative Qualifications:

This agency will accept alternative methods of obtaining necessary qualifications.

- ☐ Yes ☒ No

SECTION IV – Other Important Job Information

- | | |
|--|--|
| <input type="checkbox"/> Fingerprint check | <input checked="" type="checkbox"/> Valid driver's license |
| <input type="checkbox"/> Background check | <input type="checkbox"/> Other; Describe |

Other information including working conditions such as shifts, lifting requirements, travel or hours.

This position requires occasional travel and overnight stays.

SECTION V – Signatures

Signature indicates this statement is accurate and complete.

Employee:

Name: _____ Title: _____

Signature: _____ Date: _____

Immediate Supervisor:

Name: _____ Title: _____

Signature: _____ Date: _____

Bureau Chief:

Name: _____ Title: _____

Signature: _____ Date: _____

Division/District Administrator:

Name: _____ Title: _____

Signature: _____ Date: _____

Department Designee:

Brent Rabe/Designee

Human Resources Administrator
Human Resources Division

Signature: _____ Date: _____